



APPLICANT USERS GUIDE



Home Page

The Careers.ga.gov site represents one central portal by which the State recruits, attracts, and retains a diverse and talented workforce.



Getting Started: All interested job applicants visiting the site are encouraged to create a profile to take full advantage of the Careers.ga.gov site. This site also contains a wealth of information and links of services for viewers seeking to relocate to the state.



The “Career Search Now” link returns jobs which have been identified as critical needs categories by state agencies. This link identifies the Job Title, Agency, Location, Closing Date, and Salary Ranges. You may view these job openings, however, to apply for a job you must have a UserID and Password.



The “Create My Application” link allows you to create a profile and gives you full access to apply for any State of Georgia posted position(s).



The “Hot Jobs” link identifies jobs based on closing dates of job postings. Although results may return some of the same jobs featured in the “Career Search Now” listing, this link specifically returns jobs based on **closing dates**.

USERID and PASSWORD

USERID:	<input type="text"/>
PASSWORD:	<input type="password"/>
<input type="button" value="Go!"/>	

Returning Users: To gain access to your Careers account, type in your UserID and Password received when you created your application profile and click “GO!”



After you type in your UserID and Password, the screen to the left will appear. This page displays your electronic Applicant Folder with menu options.



First Time Users: To begin your process, Click the “Create My Application” link.

To create your UserID and Password, type in the information required on the screen. Click the “Create My Career Search” link.



Once you click the “Create My Career Search” link, the confirmation screen appears.

CRITICALLY IMPORTANT: Record and remember your UserID and Password. A confirmation email will be sent validating the information you provided.



To create your application, select

[View / Edit / Create Application](#)

This opens up the page to the left allowing you to review test scores, your job history, search positions by location, change your password, etc.

Select [Edit My Application...](#) to begin entering your application information.



There are **Eight (8) Tabs** you must complete: Personal Data; Education; Work History; Special Skills; Background Information; Veteran's Preference; Comments and Signature to ensure that your application is evaluated appropriately.

Click the "Save and Exit" link to save your on-line application in the database. You are now ready to begin applying for jobs.

IMPORTANT NOTE: Although you may Save and Exit these tabs identified above at any time; you will not be considered for any position until the Signature tab has been certified as completed. This would include any updates/changes made to your existing profile or application.

Click the "Search Careers/Locations" link to begin your job search.

To return to the Careers.ga.gov "Home" page you must click the "Logout" link.

Indicate the geographic area in which you wish to search for jobs. You may search "Statewide," by "County," or "Region."

RECOMMENDATION: Choose Statewide to see all vacancies. To narrow your geographical search, click "County" or "Region."



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My Career Search

Find Career Opportunities, Statewide:

1. Job Title (Job Code/Registration Number)
Enter word or partial agency or job title

2. Occupational/Functional Area
All Occupational/Functional Areas

3. Minimum Salary
No Specific Minimum

4. Agency
All available Agencies, Departments, and Institutions

5. Type of Recruitment
All Filled Jobs

Your Career Starts Here [Reset]

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At this 5-item query page, you have the option to indicate how you wish the job postings to be sorted. Click “Your Career Starts Here” link to begin your search.

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Job Listing Search Results

Search Criteria: 277 Job Announcements(s) found. (Back...)

Job Title	Agency	Location	Posting Date	Salary Range
Social Service Clinician Regional	Juvenile Justice	Statewide	11/20/2008	N/A-N/A
Teacher-Spec. Ed. (201)C-0100	Juvenile Justice	Statewide	8/1/2008	\$42,441-\$62,121
Accountant, L, Professional	State of Georgia	Statewide	On-going	\$26,872-N/A
Accountant, Paraprofessional	State of Georgia	Statewide	On-going	\$24,322-N/A
Accounting Clerk	State of Georgia	Statewide	On-going	\$20,000-N/A
Activity Therapist	State of Georgia	Statewide	On-going	\$26,872-N/A
Activity Therapy Leader	State of Georgia	Statewide	On-going	\$20,000-N/A
ADA Information & Referral Rep	GAO	Fulton	8/29/2008	N/A-N/A
Adm. Social Services Case Man	Human Resources	Chatham	8/22/2008	N/A-N/A
Adm. Social Services Case Man	Human Resources	Glynn	8/22/2008	N/A-N/A
Adm. Social Services Case Man	Human Resources	Tennille	8/22/2008	N/A-N/A
Asst. Manager (GTA)	Technology Authority	Fulton	12/31/2008	\$60,000-N/A
Assistive Technology Resource	Lebanon	Fulton	8/22/2008	\$35,000-N/A
Auditor, Junior	State of Georgia	Statewide	On-going	\$26,872-N/A
Automobile Liability Program S	DOAS	Fulton	9/30/2008	\$38,000-\$66,418
CAD OPERATOR I	Transportation	Statewide	On-going	\$20,000-N/A
Category Analyst	DOAS	Fulton	8/29/2008	\$35,000-\$62,302
Certified Rehabilitation Counselor	Lebanon	Tennille	9/22/2008	\$32,416-\$66,724
Certified Rehabilitation Counselor	Lebanon	Tennille	8/29/2008	\$32,416-\$66,724
Clerk I, General	State of Georgia	Statewide	On-going	\$18,048-N/A
Clerk II, General	State of Georgia	Statewide	On-going	\$20,000-N/A
Clinical Dietitian	State of Georgia	Statewide	On-going	\$32,416-N/A
Clinical Pharmacist	State of Georgia	Statewide	On-going	\$47,280-\$92,560
Christian, Newborn Adult Behav	JOHN COB	Newton	8/31/2008	\$20,000-N/A
Comm. & Soc. Svcs. Tech (201) F00	State of Georgia	Statewide	On-going	\$20,000-N/A
Communication and Feedback Area	Technology Authority	Fulton	12/31/2008	\$46,100-N/A
Communications Assessment Office	State of Georgia	Statewide	On-going	\$20,000-\$39,082
Community Work, Incumbent Career	Lebanon	Douglas	8/22/2008	\$26,872-N/A
Conservation Manager	Natural Resources	Statewide	On-going	\$32,416-\$66,724
Contract Analyst (GTA)	Technology Authority	Fulton	12/31/2008	\$46,100-N/A

From the displayed list of job, click the Job Title to view the actual job posting. See panel on the left for an example.

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Job Announcement

Department of Juvenile Justice
Behavioral Health Services

Social Service Clinician Regional (T1401)

Recruitment Number: 451-T1401b
County of Vacancy: Statewide
Functional Area: Social Services/Counseling
Statewide Job Statistics for Job Code T1401b...

Recruitment Period: 11/20/2007 - 11/20/2008
Number of Positions: 1
Shift: First
Screening Type: Resume Review

Annual Salary Minimum: N/A
Annual Salary Maximum: N/A

Duties & Responsibilities: Under general to limited supervision, performs hourly clinical services to youth and their families; responsibilities include completion of complex psychological assessments, treatment team participation, treatment planning/monitoring, provides therapeutic counseling to youth, may supervise professional and/or para-professional social services staff and/or provide clinical supervision/training to social services students and others.

There are opportunities for variable and flexible hours available for facility-based clinical services in regional assignments. Be sure to indicate your desired region of assignment, work hours, and work days in your cover letter to your application or resume. To view regional maps, go to the OJJ Home page at <http://www.ojj.state.ga.us/officeofthechief>

These are hourly employment opportunities in non-benefit positions with the following hourly rates of pay:

Minimum Training & Experience: A master's degree in social work, psychology, counseling, sociology, education, nursing, vocational rehabilitation, or a related field and work experience in social services, delivery, case management, substance abuse, mental health, client assessment, counseling, or the development/implementation of the agency, evaluation, or service plan.

Current Department of Juvenile Justice full-time employees are ineligible for regional hourly employment as additional employment.

Additional Information: To apply, click the red "APPLY-Add to My Jobs" button and the on-line Resume Builder. In addition, the hiring agency also requires the following:

All applicants are subject to employment verification, and background and criminal record investigations. Applicants with any felony conviction or pending criminal charge cannot be considered for employment.

Applicants for initial state employment in specific jobs in the Department of Juvenile Justice shall be required to successfully complete a pre-employment drug test for the presence of illegal drugs.

Due to high volume of applications, only applicants selected for an interview will be contacted.

For more information about this job contact:

Tawana Curran
(404) 658-4509
Tawana.Curran@dcj.state.ga.us

*Note: This contact may be able to provide answers to specific questions you have about this job posting. However, (404) 658-4509 is not an e-mail or submit your questions to this web site. Please contact the contact person.

To apply for this job, click here

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To apply for a position, click the link located at the bottom of the Job Announcement. Clicking the “Apply-Add to My Jobs” link places this position into your electronic Applicant Folder.

IMPORTANT: Carefully read and follow the ADDITIONAL INFORMATION section toward the bottom of the Job Announcement. It may contain additional application instructions. Some jobs may also require an exam. If applicable, this information will be indicated under the heading “Exam & Evaluation Information” on the Job Announcement.



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My CareerSearch

You have not yet completed your application for this job. You may continue with this application by selecting [Apply Now!](#) below, or you may return to My Jobs any time prior to the closing date for this job to complete your application.

Tip: Should you wish to only keep those applications in which you are most interested in your My Jobs folder, you may click on the "Move to History" link. This will not even read to the applications having the Screening Type of Resume Review. Using this feature will move an application out of the My Jobs folder and into the My Jobs History folder. These applications, although in history, are still available to State agency recruiters for consideration and review.

My Jobs list contains 31 jobs.

Job Title	Screening Type	Last Action	Apply Now!
<input type="checkbox"/> Social Service Clinician Regi	Resume Review	8/18/2008 3:24:25 PM	Resume Job
<input checked="" type="checkbox"/> Accountant I, Professional	Screened Evaluation	8/29/2008 9:58:19 PM	Resume Job
<input checked="" type="checkbox"/> Accountant, Paraprofessional	Screened Evaluation	9/11/2008 9:53:42 PM	Resume Job
<input checked="" type="checkbox"/> Accounting Clerk	Screened Evaluation	9/11/2008 9:53:42 PM	Resume Job
<input checked="" type="checkbox"/> Activity Therapy Leader	Qualifications Assessment	9/15/2008 9:58:58 PM	Resume Job
<input checked="" type="checkbox"/> Behavior Specialist	Resume Review	9/15/2008 9:58:58 PM	Resume Job
<input checked="" type="checkbox"/> Billing Specialist	Resume Review	9/22/2008 9:59:25 PM	Resume Job
<input checked="" type="checkbox"/> Clerk I, General	Screened Evaluation	9/22/2008 11:28:33 AM	Resume Job
<input checked="" type="checkbox"/> Clerk II, General	Screened Evaluation	9/22/2008 11:28:33 AM	Resume Job
<input checked="" type="checkbox"/> Counselor (Outdoor Therapeutic	Qualifications Assessment	9/22/2008 9:58:47 AM	Resume Job

Click the “Apply Now!” link to attach your application to the position and to proceed to the application builder function.

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My CareerSearch

Resume on File...

You currently have a certified resume on file with Careers.ga.gov.*

Would you like to:

- [edit your resume, or](#)
- [Continue with your application?](#)

IMPORTANT—Please read [information concerning your resume](#) before completing or changing your resume.

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After you attach your application, you must select “Continue with your application?”

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My JobSearch: Apply Now!

Application complete...

Requisition Number: 461-T1401b
Job Title: Social Service Clinician Regional

Your resume has been successfully submitted to the database. Screening for the job for which you have applied will include a review of your resume. You may edit your resume to add information related to this job at any time, up to the point when the recruiter accesses your resume. Note that recruiters often begin screening resumes before the closing date. Screening for the job for which you have applied will include a review of your resume. If you are selected for an interview, you will be contacted by U.S. mail, by phone, or by email to arrange the details of your interview.

Be sure to print this page for future reference.

Return to [My Jobs](#)

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The page to the left will display when you have **SUCCESSFULLY** completed your application.